



CRIMINAL RECORDS AND CHILD ABUSE REGISTER CHECK INSTRUCTIONS

CRIMINAL RECORDS CHECK (PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS)

1. A Criminal Records Check can only be done in the area that the person applying resides (i.e. If you live in Berwick you can't request a search in HRM).
2. The individual requiring the check must apply in person to the local RCMP or regional police detachment with 2 pieces of government issued identification (one must be a photo ID).
3. Upon visiting the police detachment to request this Check, you will be given a standard form to fill out.
4. When filling out the form, you must request that a 'vulnerable persons check' be completed. Make sure to fill out all required sections of the form; otherwise it may be considered void.
5. If you are applying in HRM then Ringette Nova Scotia has a Memorandum of Understanding (MOU) with the Halifax Regional Police and the not-for-profit price of \$12 will apply. This is payable by cash, debit or credit card upon applying for the CRC.
6. If you live in an area outside of HRM then please check with your home association or the local police detachment to find out what the cost of your CRC will be. Fees vary if you are requesting a Check be completed through an RCMP detachment.
7. The Criminal Record Check letter of search results is only sent to the person named in the search. It cannot be sent directly to a local association or RNS. Criminal Records Checks take approximately 10 days to process.
8. **IMPORTANT:** It is the responsibility of RNS Provincial and Development coaches to deliver their Criminal Records Check to Ringette Nova Scotia, c/o Executive Director.
9. **IMPORTANT:** It is the responsibility of local association house league coaches to deliver their Criminal Records Check to their **Home Association**, in accordance with their Home Association Criminal Records Check policy. **Please contact your Home Association for information on their policy.**



SHOULD YOUR CRIMINAL RECORD CHECK COME BACK WITH THE CHECKBOX STATING:

“May or may not have a criminal conviction and / or a criminal matter(s) before the courts.”

YOU MUST PROVIDE RNS WITH THE FOLLOWING INCLUDING YOUR CRC:

1. A written letter or email stating the following;
 - Charges that you were charged with
 - What fines or jail time was served
 - What dates these events took place
 - What have you done to rectify the situation
2. A Record of Conviction – this is not easily obtained from the RCMP. It will however be provided for you by some local police stations (ex – HRM police will give you a cover letter with your charges and info described above)
 - If you can not get this from your local police station you must go to the RCMP and request a record of conviction. They will require you to submit your fingerprints (possible \$30 charge for this). This will then get sent to Ottawa for verification. This process can take up to 3 months.
 - If you do have to proceed through the RCMP via fingerprints to obtain your record of conviction, you may forward a letter or email (item 1) also stating that you have gone through the process of obtaining your Record of conviction and that this is in process. This will be reviewed by our screening committee and you may be required to sign an affidavit stating the above.
3. If you do not submit the information above with your Criminal Record Check, you will receive notice that you **MUST CEASE COACHING IMMEDIATELY**. This notice shall be given to the President of any local association that you are involved with.
4. All criminal charges will be reviewed by Ringette Nova Scotia’s legal counsel on a case by case basis. All decisions by Ringette Nova Scotia or our legal counsel are final.



CHILD ABUSE REGISTER CHECK (PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS)

1. These checks are only required for volunteers that will be working with youth under 16 years of age.
2. A blank Child Abuse Register form can be requested through Ringette Nova Scotia if you are a Provincial or Development Program coach, or through your Home Association if you are a house league coach.
3. The form has four sections.
 - Section 1 is to be filled out by either RNS (Provincial and Development Coaches) or a representative from your Home Association (house league coaches). **DO NOT FILL OUT SECTION 1.**
 - Section 2 is the most important section for the individual requesting the search (coach, etc.). All information must be filled out in this section. Any missing fields will result in the form being sent back to the association.
 - Section 3 must be signed by the applicant in the lower right corner, and it **must be signed in front of a Commissioner of Oaths**. This section is then completed by the Commissioner of Oaths who signs off as witness to the applicant's signature.
 - Section 4 is only to be filled out by the Department of Community Services and is the final step in the application process. The applicant does not complete this section.
4. Completed forms (Sections 2 and 3) should be delivered or mailed to Ringette Nova Scotia (Provincial and Development coaches) or to your Home Association (house league coaches).
5. If you have filled out Sections 2 and 3 of the form correctly, then Section 1 will then be filled out by RNS or a representative from your home association and it will be forwarded to the Nova Scotia Department of Community Services for processing.
6. The Department of Community Services will then send the completed results (Section 4) to either RNS or your Home Association (depending on who submitted the form on your behalf).
7. Should the check result in a positive hit in the Child Abuse Register, the contact person from the organization requesting the check will be notified immediately (either the Executive Director at RNS or the designated person from your Home Association).
8. For Provincial and Development coaches having their Child Abuse Register check processed through Ringette Nova Scotia, the following steps will be taken should the check result in a positive hit:
 - a) An official phone call and letter or email will be sent to the applicant; and
 - b) Ringette Nova Scotia legal counsel will be consulted immediately.
9. If you are a house league coach having a Child Abuse Register check processed through your Home Association, please contact them for information on what steps will be taken should the check result in a positive hit.

